

POSITION DESCRIPTION



Role Title

Mudbash Public Relations Assistant

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Public Relations Manager
Mudbash Vice Chairman

ELIGIBILITY

- The position of Mudbash Public Relations Assistant shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Public Relations Manager in the undertaking of their duties and responsibilities.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Using the corporate/specific year's logo, update the Mudbash Website & other social media platforms with information about the event, ensuring important information is accessible.
- Working with the Public Relations manager, liaise with potential sponsors & put sponsorship agreements in place.
- Liaising with third party vendors, order event & committee merchandise.
- Design & present the event program for approval by committee.
- Print event program for distribution.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the Public Relations department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings as required
- Provide vendor quotes and costs to the Public Relations Manager.
- Spend within the agreed department budget, except where approved by the Chairman.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Working with the Public Relations Manager, ensure event merchandise is sold to participants throughout the weekend.
- Photograph and film aspects of the event, publishing it on social media as required.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.

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- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Collect and publish photographs and videos taken at the event, publishing it on the Mudbash website and other social media platforms.
- Working with the Public Relations Manager, pack up all promotional material/merchandise ensuring unused materials stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.

DESIRED SKILLS

- Creativity
- Leadership
- Communication
- Interpersonal and relationship building skills
- Time Management
- Attention to detail
- Deadline management.
- Able to work as part a team to accomplish tasks.

Feedback

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Comments	